

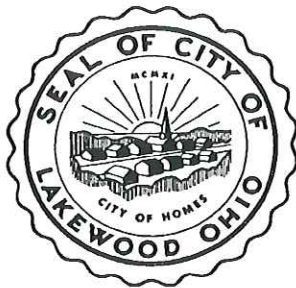
**AGENDA**  
**BOARD OF CONTROL**

***Mayor's Conference Room***  
***TUESDAY, January 22, 2019 2:30 PM***

<b>Action</b>	<b>Description</b>	<b>Reference No.</b>
1. Renew – Prof Svs – Re: Policy Manual Development – Police		BC-19-021
2. Award – Prisoner Full Jail Svs		BC-19-022
3. Renew – MARC's Radio Communication/Subscription Svs		BC-19-023
4. Amend – Maintain/Service Computer Hardware/Peripheral Equipment		BC-19-024
5. Renew – GPS Data Plan Svs		BC-19-025
6. Renew – Government Transparency & Encoding Appliance Svs		BC-19-026
7. Award – CitizenServe User Subscription Svs		BC-19-027
8. Renew – Precinct Manager Web Hosting, Annual Support & Maint		BC-19-028
9. Renew – Superion Public Sector Support & Maintenance		BC-19-029
10. Renew – Prof Svs – Re: EPA Minimum Control Measures		BC-19-030
11. Payment Release – Ohio Water Development Authority – Re: High Rate		BC-19-031
	Treatment Plant – WWTP Improvements Project	
12. Award – Rehabilitation of Police Dept. Indoor Firing Range		BC-19-032
13. Award – Prof Svs – Re: Legal Svs		BC-19-033
14. Award – Insurance Deductible Payments		BC-19-034

***Next Meeting is Monday,***  
***February 4, 2019; 2:30 PM***

Mayor  
Finance Director  
Law Director  
Public Works Director



12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-19-021

January 22, 2019

Board of Control  
City of Lakewood, Ohio 44107


**Subject: Renew Contract – Professional Services Contract – Re: Policy Manual Development – Division of Police**

Dear Members of the Committee:

Based on a review conducted by the Department of Finance, Division of Purchasing in conjunction with the Division of Police, and the attached letter of recommendation, I am submitting for your consideration this request to renew a Professional Services Contract with Lexipol in an amount not to exceed \$17,000 for the continued development of a web-based Policy Manual, Daily Training Bulletins, archiving and tracking of Policy Manual updates and changes, and Daily Training Bulletin records and test results.

Lexipol was chosen to perform these Professional Services based on their expertise and experience in risk management and resources for public safety organizations.

Contracting Authority:	Ordinance 50-18 \$300,000
Contracting Balance:	\$300,000 / \$283,000
Funding:	General Fund
Account Distribution:	101-2010-421-30-10 \$32,000
Account Balance:	\$29,679 / \$12,679
Contract Approved by Law:	Yes ____ / No ____ / PO ____ / c/c ____
Account Description	Professional Service / Other
Commodity Code:	349-000
Bid Reference:	Professional Service

  
Kim Smith  
Purchasing Manager

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
Joseph J. Beno PE, Director of Public Works	_____	_____	_____
Kevin M. Butler, Director of Law	_____	_____	_____
Jennifer Pae, Director of Finance	_____	_____	_____
Michael P. Summers, Mayor	_____	_____	_____





12650 Detroit Avenue • 44107  
Timothy J. Malley Chief of Police

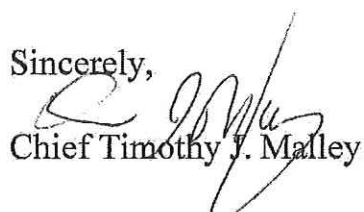
Division of Police  
216-529-6750  
FAX 216-521-7727  
[www.onelakewood.com](http://www.onelakewood.com)

January 22, 2019

### Board of Control

Lexipol is a subscription service the Lakewood Police Department has utilized for several years to provide the Department with Policy Manuals for Police and Jail Services. These policies are based on Federal and State Laws, best practices, and continual review by policy experts. Lexipol also provides daily training material for all our members on the policies. I recommend the renewal for the second year of the current three year contract.

Sincerely,

  
Chief Timothy J. Malley

2018 \$ 14,650  
+ 12% = 2019  
\$ 16,408





Jan 17, 2019 2:07:30 PM EST
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101-2010-421.30-10
Account miscellaneous
Budget miscellaneous
Encumbrances
Pre-encumbrances
Transactions
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### Account information

Professional Services / Other  
Fiscal year: 2019 Dr  
Budget: 32,000.00  
Committed: 2,320.68  
Balance: 29,679.32

### Project Data

Project Entry	Optional	
Q 070006	2007 JAG AWARD	.00
Q 080007	LAW ENFORCEMENT	.00

### Account Balance by Period

Period/Month	Actuals	Cumulative Totals
Q 01 January	409.68	409.68
Q 02 February	.00	409.68
Q 03 March	.00	409.68
Q 04 April	.00	409.68
Q 05 May	.00	409.68

### Payment information

Vendor	(* indicates pending)	Total
Q TRANS UNION LLC		389.00
Q VOIANCE LANGUAGE SERVICES, LLC		20.68

### Encumbrances

PO #	Vendor	Balance
Q 090270	VOIANCE LANGUAGE SERV	.00
Q 090303	TRANS UNION LLC	1,911.00

### Pre Encumbrances

Type	Req/PO	Project	Balance
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### Segment/Balance Details

Fund	101	General Fund	Original Budget	32,000.00
Department	20	Public Safety	Revised Budget	.00
Division	10	Police	Current expenditures	20.68
Activity basic	42	Public Safety	YTD expenditures	.00
Sub activity	1	Public Safety	Unposted expenditures	389.00
Element	30	Professional Services	Encumbrances	2,300.00
Object	10	Other	Unposted encumbrances	389.00
			Pre encumbrances	.00





12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-19-022

January 22, 2019

Board of Control  
City of Lakewood, Ohio 44107

**Subject: Award Contract – Prisoner Full Jail Service**

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Public Safety; Division of Police, and the attached letter of recommendation, I am submitting for your consideration this request to award a requirement contract to Huron County, the city of Bay Village, and/or the city of North Royalton for the City's Prisoner Full Jail Service in an aggregate amount not to exceed \$35,000 for Fiscal Year 2019. The service provides for the care and boarding of prisoners detained for extended periods of time.

Contracting Authority:	Ordinance 50-18 \$200,000
Contracting Balance:	\$200,000 / \$165,000
Funding:	General Fund
Account Distribution:	101-2030-441-39-05 \$35,000
Account Balance:	\$35,000 / \$0
Contract Approved by Law:	Yes _____ / No _____ / PO _____ / c/c _____
Object Code:	Contractual Services
Commodity Code:	962-068
Bid Reference:	Restricted Sources

Kim Smith  
Purchasing Manager

	Approved	Disapproved	Date
Joseph J. Beno PE, Director of Public Works	_____	_____	_____
Kevin M. Butler, Director of Law	_____	_____	_____
Jennifer Pae, Director of Finance	_____	_____	_____
Michael P. Summers, Mayor	_____	_____	_____





12650 Detroit Avenue • 44107  
Timothy J. Malley Chief of Police

Division of Police  
216-529-6751  
FAX 216-521-7727  
[www.onelakewood.com](http://www.onelakewood.com)  
[police@lakewoodoh.net](mailto:police@lakewoodoh.net)

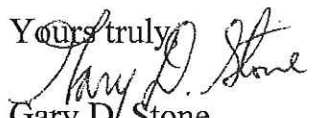
January 11, 2019

Lakewood Board of Control  
12650 Detroit Ave.  
Lakewood, OH 44107

The city of Lakewood's Division of Police has entered into automatically renewable contracts with the city of Bay Village, the city of North Royalton, and the county of Huron, Ohio for the housing of prisoners sentenced by The Lakewood Municipal Court.

In the calendar year 2018, the department expended \$20,484 for the boarding of inmates. The police department has budgeted \$35,000 for the calendar year 2019. The amount to spend is determined by the number and duration of prisoner sentences.

I request approval of the Board of Control to continue the contract with the above three entities.

Yours truly,  
  
Gary D. Stone  
Captain



Jan 17, 2019 2:05:45 PM EST
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101-2030-441.39-05
Account miscellaneous
Budget miscellaneous
Encumbrances
Pre-encumbrances
Transactions
Detail by date
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Account activi...
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**Account information**
Contractual Services / Prisoner Care & Board
Fiscal year: 2019 Dr
Budget: 35,000.00
Committed: 20,720.00
Balance: 14,280.00

**Project Data**
Project Entry Optional

**Account Balance by Period**

Period/Month	Actuals	Cumulative Totals
Q 01 January	1,648.00	1,648.00
Q 02 February	.00	1,648.00
Q 03 March	.00	1,648.00
Q 04 April	.00	1,648.00
Q 05 May	.00	1,648.00

**Payment information**

Vendor	(* indicates pending)	Total
HURON COUNTY SHERIFF'S OFFICE		928.00

**Encumbrances**

PO #	Vendor	Balance
090301	HURON COUNTY SHERIFF'S	19,072.00

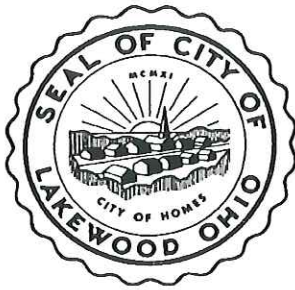
**Pre Encumbrances**

Type	Req/PO	Project	Balance
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**Segment/Balance Details**

Fund	101	General Fund	Original Budget	35,000.00
Department	20	Public Safety	Revised Budget	.00
Division	30	Support of Prisoners	Current expenditures	.00
Activity basic	44	Public Health	YTD expenditures	.00
Sub activity	1	Public Health	Unposted expenditures	1,648.00
Element	39	Contractual Services	Encumbrances	20,000.00
Object	05	Prisoner Care & Board	Unposted encumbrances	928.00
			Pre-encumbrances	.00





12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-19-023

January 22, 2019

Board of Control  
City of Lakewood, Ohio 44107


**Subject: Renew Contract – MARC's Radio Communication/Subscription Service**

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Finance; Division of Information Systems, and the attached letter of recommendation, I am submitting for your consideration this request to renew a requirement contract with the Treasurer, State of Ohio, MARC'S Division (a division within the Ohio DAS (Dept of Administrative Services) in the amount of \$62,520 to provide radio communication and subscription services to the City's safety forces and their use of MARC'S portable & mobile radio equipment for Fiscal Year 2019; to be paid quarterly.

Treasurer, State of Ohio is a sole source provider for these Communication/Subscription Services.

Contracting Authority:	Ordinance 50-18 \$100,000
Contracting Balance:	\$100,000 / \$37,480
Funding:	General Fund
Account Distribution:	101-5050-412-30-10 \$70,000
Account Balance:	\$62,320 / (\$200)
Contract Approved by Law:	Yes _____ / No _____ / PO _____ / C/C _____
Object Code:	Radio Broadcasting Services
Commodity Code:	915-041
Bid Reference:	Sole Source - Proprietary

  
Kim Smith  
Purchasing Manager

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
<b>Joseph J. Beno PE, Director of Public Works</b>	_____	_____	_____
<b>Kevin M. Butler, Director of Law</b>	_____	_____	_____
<b>Jenn Pae, Director of Finance</b>	_____	_____	_____
<b>Michael P. Summers, Mayor</b>	_____	_____	_____



# Memo

**To:** Kim Smith, Purchasing Manager ✓  
**From:** Michael Coletta, Information Systems Manager *MC*  
**CC:** Jennifer Pae, Finance Director  
Keith Schuster, Assistant Finance Director  
**Date:** 12/24/2018  
**Re:** 2019 MARCS Radio Subscription Service

---

I recommend that the City of Lakewood renew the radio subscription service contract with Ohio MARCS for 2019 for use by the Lakewood Police, Fire, EMS and Public Works divisions. The service is billed quarterly.

I respectfully request that the Board of Control approve the requested service agreement with Ohio MARCS, a division within the Ohio DAS (Department of Administrative Services). The dollars to cover the total estimated expense of \$62,520.00 are budgeted and reside in the following account: 101-5050-412.30-10.

Jan 17, 2019 2:26:56 PM EST

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Navigation

101-5050-412.30-10

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Encumbrances

Pre-encumbrances

Transactions

Detail by date

Detail by code

Detail by year & p

Pending by date

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Pending by year

Procurement car

Account information

Q Professional Services / Other

Fiscal year: 2019 Dr

Budget: 70,000.00

Committed: 7,680.00

Q Balance: 62,320.00

Project Data

Project Entry Optional

Q 093006 Windows Convers ,00

Q 123012 SharePoint ,00

Account Balance by Period

Period/Month	Actuals	Cumulative Totals
Q 01 January	7,680.00	7,680.00
Q 02 February	.00	7,680.00
Q 03 March	.00	7,680.00
Q 04 April	.00	7,680.00
Q 05 May	.00	7,680.00

Payment information

Vendor	(* indicates pending)	Total
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Encumbrances

PO #	Vendor	Balance
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Pre Encumbrances

Type	Req/PO	Project	Balance
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Segment/Balance Details

Fund	101	General Fund	Original Budget	70,000.00
Department	50	Finance	Revised Budget	.00
Division	50	Information Systems	Current expenditures	.00
Activity basic	41	General Government	YTD expenditures	.00
Sub activity	2	General Government	Unposted expenditures	7,680.00
Element	30	Professional Services	Encumbrances	.00
Object	10	Other	Unposted encumbrances	.00
			Pre-encumbrances	.00

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Next account

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Account activi...

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12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-19-024

January 22, 2019

Board of Control  
City of Lakewood, Ohio 44107

**Subject: Amend Contract – Maintain & Service Computer Hardware and Peripheral Equipment**

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Finance; Division of Information Systems, and the attached letter of recommendation, I am submitting for your consideration this request to amend a requirement contract with MCPC, Inc. in the amount of \$143 to maintain and service computers and peripheral equipment throughout the City. Contract award effective July 1, 2018 through June 30, 2019 and includes (3) additional one-year renewal options. Contract award to MCPC, Inc. now totals \$8,143.

MCPC, Inc. submitted the sole response for the services outlined in Bid No. 18-009.

Contracting Authority:	Ordinance 50-18 \$575,000
Contracting Balance:	\$575,000 / \$574,857
Funding:	General Fund
Account Distribution:	101-5050-412-52-07 \$691,000
Account Balance:	\$691,000 / \$690,857
Object Code:	Service Agreements - Computer
Contract Approved by Law:	Yes _____ / No _____ / PO _____ / c/c _____
Commodity Code:	939-021
Bid Reference:	Bid No. 18-009

Kim Smith  
Purchasing Manager

	Approved	Disapproved	Date
Joseph J. Beno PE, Director of Public Works	_____	_____	_____
Kevin M. Butler, Director of Law	_____	_____	_____
Jennifer Pae, Director of Finance	_____	_____	_____
Michael P. Summers Mayor	_____	_____	_____

# Memo

**To:** Kim Smith, Purchasing Manager  
**From:** Michael Coletta, Information Technology Manager  
**CC:** Jennifer Pae, Finance Director  
Keith Schuster, Assistant Finance Director  
**Date:** 1/9/2019  
**Re:** Board of Control Computer Equipment Maintenance

---

At the June 18, 2018 Board of Control meeting, I sought approval for an expenditure for a computer maintenance service agreement with MCPC Inc. The board approved the expenditure in a not to exceed amount of \$8,000. The amount requested was based on best projections of equipment that needed to be covered by the agreement. Projections are used since equipment is sometimes replaced or added after the quote is obtained. The actual amount for Jan-Jun 2019 portion, has caused the total amount to exceed \$8,000 by \$142.32. Therefore I am seeking approval for the additional \$142.32. The budget dollars to cover the cost of this contract reside in the Information Technology budget account 101-5050-412.52-07.

From the June 18, 2018 Board of Control meeting:

*It is time to renew the contract for computer equipment maintenance as described in Bid No. 18-009. The service contract covers PC's, laptops, servers, printers, plotters, and scanners that are no longer under the manufacturer's warranty period. The sole bid was submitted by MCPC Inc. The bid was written with three, one-year renewal options.*

*I respectfully request that the Board of Control approve the maintenance contract and estimated payment of \$647.77/month (proj.) to MCPC Inc.*

*Upon approval, a purchase requisition will be created to cover the first half of the semiannual payments (Jul-Dec, 2018: \$3,886.62 (proj.), Jan-Jun, 2019: \$4,000.00 (proj.)). The budget dollars to cover the cost of this contract reside in the Information Technology budget account 101-5050-412.52-07.*

Jan 17, 2019 2:23:19 PM EST

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Navigation

101-5050-412.52-07

Account miscellaneous

Budget miscellaneous

Encumbrances

Pre-encumbrances

Transactions

Detail by date

Detail by code

Detail by year & p

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Procurement car

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Account activi...

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Budget alloca...

Account information

Q Service Agreements / Computer

Fiscal year: 2019 Dr

Budget: 691,000.00

Committed: 246,873.78

Q Balance: 444,126.22

Account Balance by Period

Period/Month	Actuals	Cumulative Totals
Q 01 January	.00	.00
Q 02 February	.00	.00
Q 03 March	.00	.00
Q 04 April	.00	.00
Q 05 May	.00	.00

Encumbrances

PO #	Vendor	Balance
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Segment/Balance Details

Fund	101	General Fund
Department	50	Finance
Division	50	Information Systems
Activity basic	41	General Government
Sub activity	2	General Government
Element	52	Service Agreements
Object	07	Computer

Project Data

Project Entry Optional

Q 103002 Code Enforcemen .00

Q 123012 SharePoint .00

Q 163011 Fiber Network C .00

Payment information

Vendor	(* indicates pending)	Total
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Pre Encumbrances

Type	Req/PO	Project	Balance
RQ	0000031191		4,522.70
RQ	0000031199		38,700.00
RQ	0000031200		15,000.00
RQ	0000031219		62,397.00
RQ	0000031221		10,697.40
PO	0000031222		74,156.68

Original Budget

691,000.00

Revised Budget .00

Current expenditures .00

YTD expenditures .00

Unposted expenditures .00

Encumbrances .00

Unposted encumbrances .00

Pre-encumbrances 246,873.78





12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-19-025

January 22, 2019

Board of Control  
City of Lakewood, Ohio 44107

**Subject: Renew Contract – GPS Data Plan Service**

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Finance; Division of Information Systems, and the attached letter of recommendation, I am submitting for your consideration this request to renew a requirement contract with Sprint in an amount not to exceed \$8,800 for annual Geotab and Data Plan Service for GPS locating services of 31 Public Works Vehicles for Fiscal Year 2019.

GPS Data Plan Services will be purchased through NASPO ValuePoint (formerly WSCA) Master Service Agrmnt #S1907 as authorized by Lakewood Codified Ordinances §111.04 Bidding, allowing the City to purchase from agencies without the necessity of bidding.

Contracting Authority:	Ordinance 50-18 \$575,000
Contracting Balance:	\$574,857 / \$566,047
Funding:	General Fund
Account Distribution:	101-5050-412-52-07 \$691,000
Account Balance:	\$690,857 / \$682,057
Contract Approved by Law:	Yes _____ / No _____ / PO _____ / c/c _____
Object Code:	Service Agreements - Computer
Commodity Code:	220-034
Bid Reference:	NASPO ValuePoint

Kim Smith  
Purchasing Manager

	Approved	Disapproved	Date
<b>Joseph J. Beno PE, Director of Public Works</b>	_____	_____	_____
<b>Kevin M. Butler, Director of Law</b>	_____	_____	_____
<b>Jennifer Pae, Director of Finance</b>	_____	_____	_____
<b>Michael P. Summers Mayor</b>	_____	_____	_____

# Memo

**To:** Kim Smith, Purchasing Manager  
**From:** Michael Coletta, Information Technology Manager  
**CC:** Jennifer Pae, Finance Director  
Keith Schuster, Assistant Finance Director  
**Date:** 1/17/2019  
**Re:** Sprint GSA Geotab Service and Data Plan Service 2019

---

I respectfully request that the Board of Control approve my recommendation to approve the expenditures related to the Sprint Geotab Service and Data Plan Service for 2019. The cost of approximately \$685/month (not to exceed \$8,800 annually) will be for GPS locating services for 31 Public Works vehicles. The pricing is provided through the NASPO ValuePoint Contract M: S1907. The budgeted funds reside in account 101-5050-412.52-07.

For Purchasing Use Only:

RFP/CONTRACT # 1907

**AMENDMENT #1 TO CONTRACT**

Between the State of Nevada  
Acting By and Through Its

Various State Agencies  
Monitored By: Department of Administration  
Purchasing Division  
515 East Musser Street, Suite 300  
Carson City, NV 89701  
Contact: Teri Becker  
Phone: (775) 684-0178 Fax: (775) 684-0188  
Email: [tbecker@admin.nv.gov](mailto:tbecker@admin.nv.gov)

and

Sprint Solutions, Inc.  
12502 Sunrise Valley Drive  
Mailstop: VARESA0208  
Reston, VA 20196  
Contact: Michaela Clairmonte  
Phone: (703) 433-8581 Fax: (703) 433-8798  
Email: [Michaela.clairmonte@sprint.com](mailto:Michaela.clairmonte@sprint.com)

1. **AMENDMENTS.** For and in consideration of mutual promises and/or their valuable considerations, all provisions of the Contract between the above-referenced parties resulting from Request for Proposal #1907 and dated April 12, 2012, remain in full force and effect with the exception of the following:

A. Pursuant to Section 3, the parties hereby exercise the option to extend the Contract for an additional two (2) years beyond the Initial Term from October 31, 2016 to October 31, 2018. In addition, the newly extended Contract term shall also be extended for an additional eight (8) months from October 31, 2018 to June 30, 2019 to coincide with Universal Service Administrative Company (USAC) filing and funding requirements for FCC Schools and Library (E-Rate) Program customers.

2. **INCORPORATED DOCUMENTS.** The Contract is incorporated herein by reference.

3. **REQUIRED APPROVAL.** This amendment to the original Contract shall not become effective until and unless approved by the WSCA-NASPO Directors.

IN WITNESS WHEREOF, the parties hereto have caused this amendment to the original Contract to be signed and intend to be legally bound thereby.

Matt Carter 5/14/14  
Independent Contractor's Signature Date  
Matt Carter

MATT CARTER  
President, Enterprise Solutions

Greg Smith 6-11-14  
Greg Smith, Administrator, State of Nevada

APPROVED BY WSCA-NASPO Directors

On \_\_\_\_\_  
(Date)

Approved as to form by:

[Signature]  
Deputy Attorney General for Attorney General

On 16 June 14  
(Date)

Sprint — Approved  
as to Legal Form  
KAC — 13 May 2014





Jan 17, 2019 2:23:19 PM EST

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101-5050-412.52-07

Account miscellaneous

Budget miscellaneous

Encumbrances

Pre-encumbrances

Transactions

Detail by date

Detail by code

Detail by year & p

Pending by date

Pending by code

Pending by year

Procurement car

Account information

Q Service Agreements / Computer

Fiscal year: 2019 Dr

Budget: 691,000.00

Committed: 246,873.78

Q Balance: 444,126.22

Project Data

Project Entry Optional

Q 103002 Code Enforcemen .00

Q 123012 SharePoint .00

Q 163011 Fiber Network C .00

Account Balance by Period

Period/Month	Actuals	Cumulative Totals
Q 01 January	.00	.00
Q 02 February	.00	.00
Q 03 March	.00	.00
Q 04 April	.00	.00
Q 05 May	.00	.00

Payment information

Vendor (\* indicates pending) Total

Encumbrances

PO # Vendor Balance

Pre Encumbrances

Type	Req/PO	Project	Balance
RQ	0000031191		4,522.70
RQ	0000031199		38,700.00
RQ	0000031200		15,000.00
RQ	0000031219		62,397.00
RQ	0000031221		10,697.40
RO	0000031222		74,156.68

Segment/Balance Details

Fund	101	General Fund	Original Budget	691,000.00
Department	50	Finance	Revised Budget	.00
Division	50	Information Systems	Current expenditures	.00
Activity basic	41	General Government	YTD expenditures	.00
Sub activity	2	General Government	Unposted expenditures	.00
Element	52	Service Agreements	Encumbrances	.00
Object	07	Computer	Unposted encumbrances	.00
			Pre-encumbrances	246,873.78

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2018

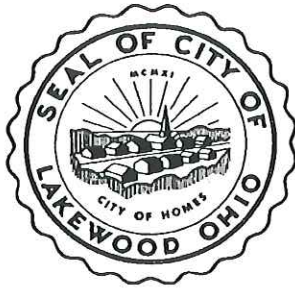
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Budget alloca...



12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-18-026

January 22, 2019

Board of Control  
City of Lakewood, Ohio 44107


**Subject: Renew Contract – Government Transparency & Encoding Appliance Service**

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Finance; Division of Information Systems, and the attached letter of recommendation, I am submitting for your consideration this request to renew a requirement contract with Granicus, Inc. for Government Transparency & Encoding Appliance Service in an amount not to exceed \$11,000 (\$892/month) for annual Online Webcasting & Storage of City Council meetings, Boards & Commission meetings and any other meetings the city may want to present online for Fiscal Year 2019.

GPS Data Plan Services will be purchased through GSA Federal Supply Schedule Contract GS-35F-0074S as authorized by Lakewood Codified Ordinances §111.04 Bidding, allowing the City to purchase from agencies without the necessity of bidding.

Contracting Authority:	Ordinance 50-18 \$575,000
Contracting Balance:	\$566,047 / \$555,047
Funding:	General Fund
Account Distribution:	101-5050-412-52-07 \$691,000
Account Balance:	\$682,057 / \$671,057
Contract Approved by Law:	Yes _____ / No _____ / PO _____ / c/c _____
Object Code:	Service Agreements - Computer
Commodity Code:	220-034
Bid Reference:	U.S. General Services Administration

  
Kim Smith  
Purchasing Manager

	Approved	Disapproved	Date
<b>Joseph J. Beno PE, Director of Public Works</b>	_____	_____	_____
<b>Kevin M. Butler, Director of Law</b>	_____	_____	_____
<b>Jennifer Pae, Director of Finance</b>	_____	_____	_____
<b>Michael P. Summers Mayor</b>	_____	_____	_____

# Memo

**To:** Kim Smith, Purchasing Manager ✓  
**From:** Michael Coletta, Information Systems Manager MC  
**CC:** Jennifer Pae, Finance Director  
Keith Schuster, Assistant Finance Director  
**Date:** 12/24/2018  
**Re:** Granicus Government Transparency and Encoding Appliance Service 2019

---

I respectfully request that the Board of Control approve my recommendation to approve the expenditures related to the Granicus Government Transparency and Encoding Appliance Service for 2019. The cost is \$892/month (not to exceed \$11,000 annually) and provides the City of Lakewood online webcasting and storage of City Council meetings, Boards and Commission meetings and any other meetings the city may want to present online. This pricing is per a 36-month contract which commenced 5/9/2016. This pricing is below GSA Contract # GS-35F-0074S (The Winvale Group, \$1,531.49/month). The budgeted funds reside in account 101-5050-412.52-07.



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AdministrationShop by  
Category ▾

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0

[Home](#) > Contractor Information

## Contractor Information

[Back](#)

**Contract #:** GS-35F-0074S  
**Contractor:** THE WINVALE GROUP  
**Address:** 1110 VERMONT AVE.  
NW, SUITE 930  
WASHINGTON, DC, 20005  
**E-Mail:** [syoung@winvale.com](mailto:syoung@winvale.com)  
**Web**  
**Address:** <http://www.winvale.com>  
**Contract**  
**end date:** Nov 17, 2020  
**Order**  
**Status** [syoung@winvale.com](mailto:syoung@winvale.com)  
**POC:**  
**DUNS:** 141213871

**Business type:** Small Business**EPLS:** Contractor not found on the Excluded Parties List SystemView this Contractor's GSA Catalog to learn more about  
products & services offered, pricing, terms & conditions, etc.**Ordering Information:** Contact the office nearest you if more than one location is shown.

Name/Order POC Email	Address	City, State	Zip Code	Phone Number	Fax Number
THE WINVALE GROUP <a href="mailto:syoung@winvale.com">syoung@winvale.com</a>	1110 VERMONT AVE. NW SUITE 930	WASHINGTON, DC	20005	202-534-1757	202-296-5506

Jan 17, 2019 2:23:19 PM EST

File Edit Commands Help

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101-5050-412.52-07

Account miscellaneous

Budget miscellaneous

Encumbrances

Pre-encumbrances

Transactions

Detail by date

Detail by code

Detail by year & p

Pending by date

Pending by code

Pending by year

Procurement car

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Previous acc...

Next account

2018

2020

Account activi...

Pending trans...

Images

Budget alloca...

Account information

Q Service Agreements / Computer

Fiscal year: 2019

Budget: 691,000.00

Committed: 246,873.78

Q Balance: 444,126.22

Project Data

Project Entry Optional

Q 103002 Code Enforcemen .00

Q 123012 SharePoint .00

Q 163011 Fiber Network C .00

Account Balance by Period

Period/Month	Actuals	Cumulative Totals
Q 01 January	.00	.00
Q 02 February	.00	.00
Q 03 March	.00	.00
Q 04 April	.00	.00
Q 05 May	.00	.00

Encumbrances

PO #	Vendor	Balance
------	--------	---------

Segment/Balance Details

Fund	101	General Fund
Department	50	Finance
Division	50	Information Systems
Activity basic	41	General Government
Sub activity	2	General Government
Element	52	Service Agreements
Object	07	Computer

Payment information

Vendor	(* indicates pending)	Total
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Pre Encumbrances

Type	Req/PO	Project	Balance
RQ	0000031191		4,522.70
RQ	0000031199		38,700.00
RQ	0000031200		15,000.00
RQ	0000031219		62,397.00
RQ	0000031221		10,697.40
PO	0000031222		74,156.68

Original Budget

691,000.00

Revised Budget

.00

Current expenditures

.00

YTD expenditures

.00

Unposted expenditures

.00

Encumbrances

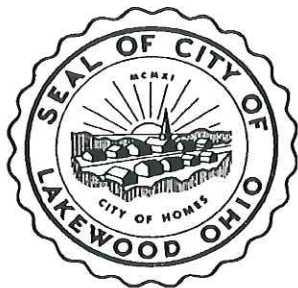
.00

Unposted encumbrances

.00

Pre-encumbrances

246,873.78



12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-19-027

January 22, 2019

Board of Control  
City of Lakewood, Ohio 44107

**Subject: Award of Contract – CitizenServe User Subscriptions Service**

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Finance, Division of Information Systems, and the attached letter of recommendation, I am submitting for your consideration this request to award a requirement contract to Online Solutions, LLC dba Citizenserve.com in an amount not to exceed \$40,000 for the purchase of (43) Citizenserve user subscriptions for use by several city divisions and departments. CitizenServe is cloud-based software (that is replacing WebQA); a public facing portal is provided to securely accept payments for licenses. Subscription period covers January 10, 2019 through January 9, 2020.

Online Solutions, LLC dba Citizenserve.com submitted the best response for an RFP issued by First Suburbs Consortium.

Contracting Authority:	Ordinance 50-18 \$575,000
Contracting Balance:	\$555,047 / \$515,047
Funding:	General Fund
Account Distribution:	101-5050-412-52-07 \$691,000
Account Balance:	\$671,057 / \$631,057
Contract Approved by Law:	Yes _____ / No _____ / PO _____ / c/c _____
Object Code:	Service Agreements - Computer
Commodity Code:	220-034
Bid Reference:	RFP

Kim Smith  
Purchasing Manager

	Approved	Disapproved	Date
<b>Joseph J. Beno PE, Director of Public Works</b>	_____	_____	_____
<b>Kevin M. Butler, Director of Law</b>	_____	_____	_____
<b>Jennifer Pae, Director of Finance</b>	_____	_____	_____
<b>Michael P. Summers, Mayor</b>	_____	_____	_____



# Memo

**To:** Kim Smith, Purchasing Manager ✓  
**From:** Michael Coletta, Information Technology Manager MC  
**CC:** Jennifer Pae, Finance Director  
Keith Schuster, Assistant Finance Director  
Joe Meyers, Building Commissioner  
Bryce Sylvester, Planning & Development Director  
**Date:** 12/24/2018  
**Re:** Citizenserve User Subscriptions

---

I recommend that the City of Lakewood approve the purchase of 43 Citizenserve user subscriptions for use by several city divisions and departments including Housing and Building, Planning and Development, Refuse and several others. Citizenserve is cloud-based software that is replacing WebQA. This software provides the capability to manage housing and building code enforcement, permits, licensing, tasks as well as the creation of city-defined cases (e.g. Planning & Development processes and Refuse cases). In addition, a public facing portal is provided to securely accept payments for licenses. The subscription period covers from 1/10/2019 through 1/9/2020.

I respectfully request that the Board of Control approve the user subscriptions with Online Solutions, LLC. The dollars to cover the total expense of \$38,700 are budgeted and reside in the following accounts: 101-5050-412.52-07.

Online Solutions LLC  
1101 E. Warner Rd Suite 160  
Tempe, AZ 85284  
(800)325-9818x703  
jim@citizenserve.com  
www.citizenserve.com

RECEIVED

DEC - 3 2018

**citizenserve**

**BILL TO**

City of Lakewood  
12650 Detroit Ave  
Lakewood, OH 44107

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
3132	11/26/2018	\$38,700.00	11/26/2018	Due on receipt	

ACTIVITY	QTY	RATE	AMOUNT
<b>Annual Billing</b> Annual billing for 43 Citizenserve user subscriptions (01/10/2019 - 01/09/2020)	43	1,200.00	51,600.00
<b>Discount</b> Subscriptions Discount Tier 3 to 4	43	-300.00	-12,900.00
BALANCE DUE			<b>\$38,700.00</b>

P.O NO.: 088000

Jan 17, 2019 2:23:19 PM EST

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101-5050-412.52-07

Account miscellaneous

Budget miscellaneous

Encumbrances

Pre-encumbrances

Transactions

Detail by date

Detail by code

Detail by year & p

Pending by date

Pending by code

Pending by year

Procurement car

Account information

Q Service Agreements / Computer

Fiscal year: 2019 Dr

Budget: 691,000.00

Committed: 246,873.78

Q Balance: 444,126.22

Project Data

Project Entry Optional

Q 103002 Code Enforcemen .00

Q 123012 SharePoint .00

Q 163011 Fiber Network C .00

Account Balance by Period

Period/Month	Actuals	Cumulative Totals
Q 01 January	.00	.00
Q 02 February	.00	.00
Q 03 March	.00	.00
Q 04 April	.00	.00
Q 05 May	.00	.00

Payment information

Vendor	(* indicates pending)	Total
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Encumbrances

PO #	Vendor	Balance
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Pre Encumbrances

Type	Req/PO	Project	Balance
RQ	0000031191		4,522.70
RQ	0000031199		38,700.00
RQ	0000031200		15,000.00
RQ	0000031219		62,397.00
RQ	0000031221		10,697.40
PO	0000031222		74,156.68

Segment/Balance Details

Fund	101	General Fund
Department	50	Finance
Division	50	Information Systems
Activity basic	41	General Government
Sub activity	2	General Government
Element	52	Service Agreements
Object	07	Computer

Original Budget	691,000.00
Revised Budget	.00
Current expenditures	.00
YTD expenditures	.00
Unposted expenditures	.00
Encumbrances	.00
Unposted encumbrances	.00
Pre-encumbrances	246,873.78

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12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-19-028

January 22, 2019

Board of Control  
City of Lakewood, Ohio 44107

**Subject: Renew Contract – Precinct Manager Web Hosting, Annual Support & Maintenance**

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Finance, Division of Information Systems, and the attached letter of recommendation, I am submitting for your consideration this request to renew a contract with Right Stuff Software Corporation in the amount of \$41,400 to provide Web Hosting, Annual Support & Maintenance of Precinct Manager, the city's cloud-based Employee Time & Attendance System for fiscal year 2019.

Right Stuff Software Corporation submitted the best responsive and responsible proposal for the Employee Time & Attendance System as outlined in RFP No. 13-011. Web Hosting, Annual Support & Maintenance is required to maintain system as a sole source provider.

Contracting Authority:	Ordinance 50-18 \$575,000
Contracting Balance:	\$515,047 / \$473,647
Funding:	General Fund
Account Distribution:	101-5050-412-52-07 \$691,000
Account Balance:	\$631,057 / \$589,657
Contract Approved by Law:	Yes _____ / No _____ / PO _____ / C/C _____
Object Code:	Service Agreements - Computers
Commodity Code:	195-067
Bid Reference:	Sole Source - Proprietary

  
Kim Smith  
Purchasing Manager

	Approved	Disapproved	Date
<b>Joseph J. Beno PE, Director of Public Works</b>	_____	_____	_____
<b>Kevin M. Butler, Director of Law</b>	_____	_____	_____
<b>Jennifer Pae, Director of Finance</b>	_____	_____	_____
<b>Michael P. Summers Mayor</b>	_____	_____	_____

# Memo

**To:** Kim Smith, Purchasing Manager ✓  
**From:** Michael Coletta, Information Technology Manager *MC*  
**CC:** Jennifer Pae, Finance Director  
Keith Schuster, Assistant Finance Director  
Jean Yousefi, Human Resources Director  
**Date:** 12/24/2018  
**Re:** 2019 Right Stuff Precinct Manager

---

This is a request to fund the hosting, annual support and maintenance costs of Precinct Manager from Right Stuff Software Corporation for the period January thru December 2019. This is the cloud-based time and attendance system used throughout the City of Lakewood.

The total is not to exceed \$41,400. The funds to cover this expense will reside in account 101-5050-412.52-07.

I respectfully request that the Board of Control approve my recommendation to fund this purchase.

Jan 17, 2019 2:23:19 PM EST

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Encumbrances

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Transactions

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Pending by date

Pending by code

Pending by year

Procurement car

Account information

Q Service Agreements / Computer

Fiscal year: 2019 Dr

Budget: 691,000.00

Committed: 246,873.78

Q Balance: 444,126.22

Project Data

Project Entry Optional

Q 103002 Code Enforcemen .00

Q 123012 SharePoint .00

Q 163011 Fiber Network C .00

Account Balance by Period

Period/Month	Actuals	Cumulative Totals
Q 01 January	.00	.00
Q 02 February	.00	.00
Q 03 March	.00	.00
Q 04 April	.00	.00
Q 05 May	.00	.00

Payment information

Vendor (\* indicates pending) Total

Encumbrances

PO #	Vendor	Balance
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Pre Encumbrances

Type	Req/PO	Project	Balance
RQ	0000031191		4,522.70
RQ	0000031199		38,700.00
RQ	0000031200		15,000.00
RQ	0000031219		62,397.00
RQ	0000031221		10,697.40
PO	0000031222		74,156.68

Segment/Balance Details

Fund	101	General Fund
Department	50	Finance
Division	50	Information Systems
Activity basic	41	General Government
Sub activity	2	General Government
Element	52	Service Agreements
Object	07	Computer

Original Budget	691,000.00
Revised Budget	.00
Current expenditures	.00
YTD expenditures	.00
Unposted expenditures	.00
Encumbrances	.00
Unposted encumbrances	.00
Pre-encumbrances	246,873.78

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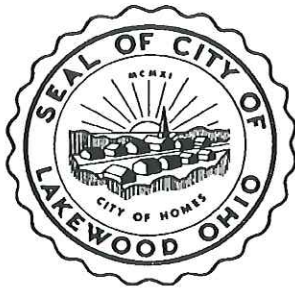
Account activi...

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12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-19-029

January 22, 2019

Board of Control  
City of Lakewood, Ohio 44107

**Subject: Renew Contract – Superior Public Sector Support & Maintenance**

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Finance; Division of Information Systems, and the attached letter of recommendation, I am submitting for your consideration this request to renew the contract with Superior LLC, a CentralSquare Company in the amount of \$74,157 to provide program updates & technical support for the City's software applications. The contract period for all applications is February 1, 2019 through January 31, 2020.

Superior LLC, a CentralSquare Company is the sole source for maintenance and support for the software applications.

Contracting Authority:	Ordinance 50-18 \$575,000
Contracting Balance:	\$473,647 / \$399,490
Funding:	General Fund
Account Distribution:	101-5050-412-52-07 \$691,000
Account Balance:	\$589,657 / \$515,500
Object Code:	Service Agreements - Computer
Contract Approved by Law:	Yes _____ / No _____ / PO _____ / c/c _____
Commodity Code:	939-021
Bid Reference:	Sole Source - Proprietary

Kim Smith  
Purchasing Manager

	Approved	Disapproved	Date
<b>Joseph J. Beno PE, Director of Public Works</b>	_____	_____	_____
<b>Kevin M. Butler, Director of Law</b>	_____	_____	_____
<b>Jennifer Pae, Director of Finance</b>	_____	_____	_____
<b>Michael P. Summers Mayor</b>	_____	_____	_____

# Memo

**To:** Kim Smith, Purchasing Manager ✓  
**From:** Michael Coletta, Information Technology Manager *mc*  
**CC:** Jennifer Pae, Finance Director  
 Keith Schuster, Assistant Finance Director  
**Date:** 1/8/2019  
**Re:** Renewal of Annual Superior Public Sector Maintenance Contract

It is time to renew the annual maintenance contract for the **Superior Public Sector** software. This maintenance covers the period from February 1, 2019 to January 31, 2020 and provides the City of Lakewood with program updates and technical support. This is a sole source service. I respectfully ask that the Board of Control approve the purchase of this maintenance contract. This year the maintenance will be \$74,156.68. The itemized invoices are attached. The dollars required for this expenditure reside in account 101-5050-412.52-07.

Application Modules	Primary Department(s)	Cost
<b>Contract No. 9802022</b>		
Qrep Retrofit Modification Option	Finance, Human Resources, Utility Billing, I.T.	\$1,800.00
Accounts Receivable	Finance	\$5,457.83
<b>Contract No. 070908</b>		
GMBA with Extended Reporting	Finance	\$16,055.56
Applicant Tracking	Human Resources	\$0.00
Customer Information System	Utility Billing	\$18,101.95
Cash Receipts	Utility Billing	\$4,079.30
Land Management	Utility Billing	\$4,240.34
Payroll/Personnel	Finance, HR	\$9,419.99
Purchasing/Inventory	Finance	\$8,822.86
Document Management Services	Utility Billing	\$1,362.01
<b>Contract No. 00003834</b>		
NAVI Time & Attendance Generic	Finance, Human Resources, I.T.	\$1,824.31
<b>Contract No. 120433</b>		
Cash Receipts Lockbox Interface	Utility Billing	\$619.84
<b>Contract No. 9900063</b>		
Naviline GUI	Finance, Metering	\$2,372.69



# Invoice

**Invoice No**  
220997

**Date**  
12/20/2018

**Page**  
1 of 1

Superior, LLC, a CentralSquare Company  
1000 Business Center Drive  
Lake Mary, FL 32746  
www.centalsquare.com  
Toll free 800-727-8088

Billing Inquiries: Accounts.Receivable@centalsquare.com

**Bill To**  
City of Lakewood - Financials  
12650 Detroit Avenue  
LAKEWOOD OH 44107  
United States

**Ship To**  
City of Lakewood - Financials  
12650 Detroit Avenue  
LAKEWOOD OH 44107  
United States

<b>Customer No</b>	<b>Customer Name</b>	<b>Customer PO #</b>	<b>Currency</b>	<b>Terms</b>	<b>Due Date</b>
1789LG	City of Lakewood - Financials		USD	Net 30	1/19/2019

	<b>Description</b>	<b>Units</b>	<b>Rate</b>	<b>Extended</b>
Contract No. 9900063				
1	NaviLine GUI - Annual Maintenance Fee HGE Client Licenses Public Safety Maintenance: Start:2/1/2019, End: 1/31/2020	10	\$237.27	\$2,372.69

Please make remittance payable to Superior, LLC  
**ACH / EFT:**  
Routing Number 0710-000-39  
Account Number 81880-15335  
Bank of America (Phone 800-432-1000)  
E-mail payment details to: Accounts.Receivable@centalsquare.com

**Check:**  
12709 Collection Center Drive  
Chicago, IL 60693

<b>Subtotal</b>	\$2,372.69
<b>Tax</b>	\$0.00
<b>Invoice Total</b>	\$2,372.69
<b>Payments Applied</b>	\$0.00
<b>Balance Due</b>	<b>\$2,372.69</b>



Superion, LLC, a CentralSquare Company  
1000 Business Center Drive  
Lake Mary, FL 32746  
www.centalsquare.com  
Toll free 800-727-8088

Billing Inquiries: Accounts.Receivable@centalsquare.com

**Bill To**  
City of Lakewood - Financials  
12650 Detroit Avenue  
LAKEWOOD OH 44107  
United States

**Ship To**  
City of Lakewood - Financials  
12650 Detroit Avenue  
LAKEWOOD OH 44107  
United States

<b>Customer No</b>	<b>Customer Name</b>	<b>Customer PO #</b>	<b>Currency</b>	<b>Terms</b>	<b>Due Date</b>
1789LG	City of Lakewood - Financials		USD	Net 30	1/27/2019

	Description	Units	Rate	Extended
Contract No. 120433				
1	NaviLine Cash Receipts Lock Box Interface - Annual Maintenance Fee NaviLine Cash Receipts Lockbox Interface Maintenance: Start:2/1/2019, End: 1/31/2020	1	\$619.84	\$619.84
Contract No. 070908				
2	NaviLine Document Management Services - Annual Maintenance Fee NAVI-DMS - Document Management Services Maintenance: Start:2/1/2019, End: 1/31/2020	1	\$1,362.01	\$1,362.01
3	NaviLine Land/Parcel Mgmt-Annual Maintenance Fee-NSP - Annual Maintenance Fee NAVI-Land Management Maintenance: Start:2/1/2019, End: 1/31/2020	1	\$4,240.34	\$4,240.34
4	Applicant Tracking - Annual Maintenance Fee NAVI - Applicant Tracking Maintenance: Start:2/1/2019, End: 1/31/2020	1	\$0.00	\$0.00
5	NaviLine Cash Receipts-Annual Maintenance Fee-NSP - Annual Maintenance Fee NAVI - Cash Receipts Maintenance: Start:2/1/2019, End: 1/31/2020	1	\$4,079.30	\$4,079.30
6	NaviLine GMBA w/Extended Reporting - Annual Maintenance Fee NAVI - GMBA w/Extended Reporting Maintenance: Start:2/1/2019, End: 1/31/2020	1	\$16,055.56	\$16,055.56
7	NaviLine Purchasing/Inventory-Annual Maintenance Fee-NSP - Annual Maintenance Fee NAVI-PURCHASING INVENTORY Maintenance: Start:2/1/2019, End: 1/31/2020	1	\$8,822.86	\$8,822.86
8	NaviLine Payroll/Personnel-Annual Maintenance Fee-NSP - Annual Maintenance Fee NAVI-Payroll/Personnel Maintenance: Start:2/1/2019, End: 1/31/2020	1	\$9,419.99	\$9,419.99



# Invoice

Invoice No  
223484

Date  
12/28/2018

Page  
2 of 2

Superion, LLC, a CentralSquare Company  
1000 Business Center Drive  
Lake Mary, FL 32746  
www.centalsquare.com  
Toll free 800-727-8088

Billing Inquiries: Accounts.Receivable@centalsquare.com

**Bill To**  
City of Lakewood - Financials  
12650 Detroit Avenue  
LAKEWOOD OH 44107  
United States

**Ship To**  
City of Lakewood - Financials  
12650 Detroit Avenue  
LAKEWOOD OH 44107  
United States

Customer No	Customer Name	Customer PO #	Currency	Terms	Due Date
1789LG	City of Lakewood - Financials		USD	Net 30	1/27/2019

Description	Units	Rate	Extended
9 NaviLine Customer Information System - Annual Maintenance Fee NAVI - Customer Information Systems Maintenance: Start:2/1/2019, End: 1/31/2020	1	\$18,101.95	\$18,101.95

Contract No. 9802022

10 Modifications - Annual Maintenance Fee Retrofit Modification Option Maintenance: Start:2/1/2019, End: 1/31/2020	18	\$100.00	\$1,800.00
11 NaviLine Accounts Receivable-Annual Maintenance Fee-NSP - Annual Maintenance Fee Accounts Receivable Maintenance: Start:2/1/2019, End: 1/31/2020	1	\$5,457.83	\$5,457.83

Contract No. 00003834

12 NaviLine Time & Attendance Interface-Generic - Annual Maintenance Fee NaviLine Time & Attendance Interface - Generic Maintenance: Start:2/1/2019, End: 1/31/2020	1	\$1,824.31	\$1,824.31
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Please make remittance payable to Superion, LLC  
**ACH / EFT:**  
Routing Number 0710-000-39  
Account Number 81880-15335  
Bank of America (Phone 800-432-1000)  
E-mail payment details to: Accounts.Receivable@centalsquare.com

**Check:**  
12709 Collection Center Drive  
Chicago, IL 60693

Subtotal	\$71,783.99
Tax	\$0.00
Invoice Total	\$71,783.99
Payments Applied	\$0.00
Balance Due	\$71,783.99

Jan 17, 2019 2:23:19 PM EST

File Edit Commands Help

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Navigation

101-5050-412.52-07

Account miscellaneous

Budget miscellaneous

Encumbrances

Pre-encumbrances

Transactions

Detail by date

Detail by code

Detail by year & p

Pending by date

Pending by code

Pending by year

Procurement car

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Cancel

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Previous acc...

Next account

2018

2020

Account activi...

Pending trans...

Images

Budget alloca...

Account information

Q Service Agreements / Computer

Fiscal year: 2019 Dr

Budget: 691,000.00

Committed: 246,873.78

Q Balance: 444,126.22

Account Balance by Period

Period/Month	Actuals	Cumulative Totals
Q 01 January	.00	.00
Q 02 February	.00	.00
Q 03 March	.00	.00
Q 04 April	.00	.00
Q 05 May	.00	.00

Encumbrances

PO #	Vendor	Balance
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Segment/Balance Details

Fund	101	General Fund
Department	50	Finance
Division	50	Information Systems
Activity basic	41	General Government
Sub activity	2	General Government
Element	52	Service Agreements
Object	07	Computer

Project Data

Project Entry Optional

Q 103002 Code Enforcemen .00

Q 123012 SharePoint .00

Q 163011 Fiber Network C .00

Payment information

Vendor	(* indicates pending)	Total
--------	-----------------------	-------

Pre Encumbrances

Type	Req/PO	Project	Balance
RQ	0000031191		4,522.70
RQ	0000031199		38,700.00
RQ	0000031200		15,000.00
RQ	0000031219		62,397.00
RQ	0000031221		10,697.40
PO	0000031222		74,156.68

Original Budget

Revised Budget

Current expenditures

YTD expenditures

Unposted expenditures

Encumbrances

Unposted encumbrances

Pre-encumbrances

246,873.78





12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-19-030

January 22, 2019

Board of Control  
City of Lakewood, Ohio 44107

**Subject: Renew Contract – Professional Service Contract – Re: EPA Minimum Control Measures**

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Public Works; Division of Engineering, and the attached letter of recommendation, I am submitting for your consideration this request to renew a requirement contract with Cuyahoga Soil & Water Conservation District (CSWCD) in the amount of \$13,740 for Fiscal Year 2019 to provide Public Involvement & Education Activities (Minimum Control Measures 1 & 2) and Storm Water Pollution Prevention Activities (Minimum Control Measures 4 & 5). Services required by the Ohio EPA as part of the City's National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit.

Contracting Authority:	Ordinance 56-18 \$2,000,000
Contracting Balance:	\$1,785,000 / \$1,771,260
Funding:	Wastewater Collection Fund
Account Distribution:	510-3070-431-30-10 \$1,250,000
Account Balance:	\$1,250,000 / \$1,236,260
Contract Approved by Law:	Yes ____ / No ____ / PO ____ / c/c ____
Object Code:	Storm Water Sewer System
Commodity Code:	961-049
Bid Reference:	MOU

Kim Smith  
Purchasing Manager

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
Joseph J. Beno PE, Director Public Director	_____	_____	_____
Kevin M. Butler, Director of Law	_____	_____	_____
Jennifer Pae, Director of Finance	_____	_____	_____
Michael P. Summers, Mayor	_____	_____	_____



# MEMORANDUM

---

Date: January 11, 2019  
To: Kim Smith, Procurement Officer  
From: Mark Papke, PE, CPESC - City Engineer  
RE: 2019 CSWCD Services

MLP  
2

Please recommend to the Board of Control that the existing MOU between the City of Lakewood and the Cuyahoga Soil & Water Conservation District (CSWCD) be continued and approved for funding (\$13,500) so the CSWCD can continue to provide Minimum Control Measures (MCM) for Public Involvement and Public Education Activities (MCM 1&2) and Storm Water Pollution Prevention Activities (MCM 4 &5). The Ohio EPA requires the City to perform these activities as part of our National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit. There is no change in the fees for 2019.

MCM 1&2    \$5,500.00

MCM 4&5    \$8,240.00

TOTAL       \$13,740.00

Please note that the \$5,500 for MCM 1 & 2 will be reimbursed by NEORS and that some of the costs are recovered for MCM 4 & 5 from non-City development projects.

Please contact me with any questions.

Jan 17, 2019 2:20:58 PM EST

File Edit Commands Help

PrintScreen RION

510-3070-431.30-10

Account miscellane

Budget miscellane

Encumbrances

Pre-encumbrances

Transactions

Detail by date

Detail by code

Detail by year & p

Pending by date

Pending by code

Pending by year

Procurement car

Account information

Professional Services / Other

Fiscal year: 2019 Dr

Budget: 1,250,000.00

Committed: 192,284.50

Balance: 1,057,715.50

Project Data

Project Entry Optional

095001 Water & Sewer R

095003 Sewerline Emerg

109001 LongTermCntrl&S

119002 2011 LTCP & SMM

128002 2012 Water Line

129002 2012 LTCP Prof

139002 2013 LTCP Profe

Account Balance by Period

Period/Month	Actuals	Cumulative Totals
Q 01 January	.00	.00
Q 02 February	.00	.00
Q 03 March	.00	.00
Q 04 April	.00	.00
Q 05 May	.00	.00

Payment information

Vendor	(* indicates pending)	Total
--------	-----------------------	-------

Encumbrances

PO #	Vendor	Balance
Q 090276	RAFTELIS FINANCIAL CO	176,607.00
Q 090283	CT CONSULTANTS, INC.	15,677.50

Pre Encumbrances

Type	Req/PO	Project	Balance
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Segment/Balance Details

Fund	510	Wastewtr Coll System Fund	Original Budget	1,250,000.00
Department	30	Public Works	Revised Budget	.00
Division	70	Wastewtr Collection Crew	Current expenditures	.00
Activity basic	43	Streets and Highways	YTD expenditures	.00
Sub activity	1	Public Works Enterprise	Unposted expenditures	.00
Element	30	Professional Services	Encumbrances	192,284.50
Object	10	Other	Unposted encumbrances	.00
			Pre-encumbrances	.00





12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-19-031

January 22, 2019

Board of Control  
City of Lakewood, Ohio 44107

**Subject: Payment Release – Ohio Water Development Authority – Re: High Rate Treatment Facility –  
Waste Water Treatment Plant Improvements Project**

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Public Works, Division of Engineering, and the attached letter of recommendation, I am submitting for your consideration this request to release payment in the amount of \$63,532 to Ohio Water Development Authority based on 0.35% for overhead expenses, including legal and financial service fees on total project cost of \$18,087,667 for the new High Rate Treatment Plant (HRT) as part of the Waste Water Treatment Plant Improvements Project.

Payment Release to Ohio Water Development Authority per Cooperative Agreement for Construction, Maintenance and Operation of Waste Water Facility dated December 6, 2018 on file in the office of the Ohio Water Development Authority.

Contracting Authority:	Ordinance 56-18 \$2,000,000
Contracting Balance:	\$1,771,260 / \$1,707,728
Funding:	Waste Water Treatment Fund
Account Distribution:	511-3072-432-82-30 Project #179012 \$1,300,000
Account Balance:	\$108,847 / \$45,315
Contract Approved by Law:	Yes ____ / No ____ / PO ____ / c/c ____
Object Code:	High Rate Treatment Plant
Commodity Code:	001-003
Bid Reference:	Agreement

Kim Smith  
Purchasing Manager

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
Joseph J. Beno PE, Director Public Director	_____	_____	_____
Kevin M. Butler, Director of Law	_____	_____	_____
Jennifer Pae, Director of Finance	_____	_____	_____
Michael P. Summers, Mayor	_____	_____	_____



# MEMORANDUM

---

Date: January 11, 2019  
To: Kim Smith, Procurement Officer  
From: Mark Papke, PE, CPESC - City Engineer  
RE: Lakewood Project No. 189005

MKP  
2

## **HRT – Ohio Water Development Authority Invoice**

Please recommend to the Board of Control approval for payment to OWDA for overhead expenses for the recently approved loan. The amount due is \$63,532 which is 0.35% of the loan amount per our loan agreement. The fee would be paid from the 511 3072 432 3010 account.

Attached is the invoice for your reference.

Please contact me with any questions.



JOHN R. KASICH  
GOVERNOR

JAMES V. STEWART  
CHAIRMAN

SCOTT L. CAMPBELL  
DIRECTOR

INVOICE

Date: December 6, 2018



Mr. Mark Papke  
City Engineer  
Lakewood  
12650 Detroit Ave.  
Lakewood, OH 44107

For: Ohio Water Development Authority Fee for the following named construction project:

Lakewood High Rate Treatment Facility CSO Account: 8309

\*Charge made by the Ohio Water Development Authority based on 0.35% for Ohio Water Development Authority overhead expenses including legal and financial services fees on total project cost of \$18,087,667.00.

**Amount Due: \$63,532.00**

Payable To:

OHIO WATER DEVELOPMENT AUTHORITY  
PO BOX 73514  
CLEVELAND, OH 44193

Scott Campbell  
Executive Director

☒ Approved  
☐ Approved as Noted  
☐ Not Approved

*Mark K. Papke*  
**Mark K. Papke, PE, CPESC**  
**Lakewood City Engineer**  
Date: 1/7/2019

\* As per Cooperative Agreement for construction, Maintenance and Operation of Waste Water Facility dated December 6, 2018 on file in the office of the Ohio Water Development Authority.



Jan 17, 2019 4:26:51 PM EST

File Edit Commands Help

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NavLine

Project 179012-HighR

☒ Account types  
☒ Assets  
☒ Expenditures  
☒ Liabilities  
☒ Revenues  
☒ Encumbrances  
☒ Miscellaneous info  
☒ Pending transaction  
☒ Pre-encumbrances  
☒ Project detail balance

Project Information

Description: HighRateTreatmentFinalDes  
Status: Active  
Estimate: 1,300,000.00  
Type: EP Enterprise Fund  
Sub type: SW Sewer Const/Repair  
Start/stop dates: 12/01/2016 -  
1st month of FY: 00  
Source of funds:

Project Code

There are no user defined code fields for this project

Project Year-to-Date

FY: 2019	Balance	9,910.00
Budget:		.00
Actual:		9,910.24
Unposted:		.00
Pre-encumbrance:		.00
Encumbrance:		.00
Pending:		.00

Project Life-to-Date

FY(s): 0000 - 9999	Balance	108,846.11
Budget:		1,300,000.00
Actual:		1,191,153.89
Unposted:		.00
Pre-encumbrance:		.00
Encumbrance:		.00
Pending:		.00

Print

Cancel

Exit

Next project

Previous proj...

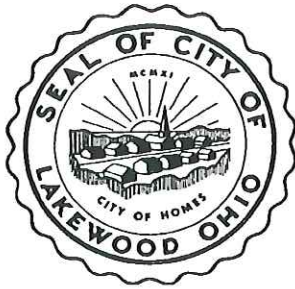
2018

2020

Project activit...

Change balan...

Account Number	Description	Budget	Actual
511-3072-432.30-10	Professional Services / Other	1,300,000.00	1,191,153



12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-19-032

January 22, 2019

Board of Control  
City of Lakewood, Ohio 44107

**Subject: Award Contract – Rehabilitation of Police Dept Indoor Firing Range**

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Public Works, and the attached letter of recommendation, I am submitting for your consideration this request to award a contract to Feghali Brothers, LLC in the amount of \$610,000 to perform the rehabilitation of the Lakewood Police Dept. Indoor Firing Range.

Feghali Brothers, LLC submitted the lowest and best responsive and responsible bid for this project as outlined in Bid No. 18-018.

Contracting Authority:	Ordinance 60-18 \$1,750,000
Contracting Balance:	\$1,662,000 / \$1,052,000
Funding:	Capital Project Fund
Account Distribution:	401-3010-470-84-90 Project No.186004 \$610,000
Account Balance:	\$610,000 / \$0
Contract Approved by Law:	Yes _____ / No _____ / PO _____ / c/c _____
Object Code:	Police Shooting Range
Commodity Code:	910-047
Bid Reference:	Bid No. 18-018

Kim Smith  
Purchasing Manager

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
Joseph J. Beno PE, Director of Public Works	_____	_____	_____
Kevin M. Butler, Director of Law	_____	_____	_____
Jennifer Pae, Director of Finance	_____	_____	_____
Michael P. Summers, Mayor	_____	_____	_____



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## MEMORANDUM

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**DATE:** January 11, 2019  
**TO:** Kim Smith  
**FROM:** Joe Beno  
**RE:** Feghali Brothers – Police shooting range

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I am recommending the award of a contract to Feghali Brothers in the amount of \$610,000 for the rehabilitation of the Police shooting range. This work will remove and replace the ventilation system and ballistic items within the range. Access and lighting improvements are also part of the project.

This project is costing about 50% more than originally anticipated and budgeted. We feel this is due to the abatement work necessary for the ventilation system and floor removal and for the new ballistic items being added.

We will postpone a portion of other building improvements to complete this project as planned and scheduled.



**Lakewood PD Indoor Firing Range (#5997723)****Bid No. 18-018****Bid Opening: 12/03/2018; 1PM**

				<b>Feghali Brothers, LLC</b>		<b>Calvary Contracting Inc.</b>	
Line Item	Item Description	UofM	Qty	Unit Price	Extension	Unit Price	Extension
				<b>LABOR</b>	<b>\$325,000.00</b>	<b>LABOR</b>	<b>\$479,380.00</b>
1	Demolition	LS	1	\$50,000.00	\$50,000.00	\$184,332.00	\$184,332.00
2	Range Ventilation System	LS	1	\$65,000.00	\$65,000.00	\$60,353.00	\$60,353.00
3	New Ballistic Ceiling, Backstop and Trap	LS	1	\$150,000.00	\$150,000.00	\$91,164.00	\$91,164.00
4	Supplemental Work	LS	1	\$60,000.00	\$60,000.00	\$143,531.00	\$143,531.00
					\$0.00		\$0.00
				<b>MATERIALS</b>	<b>\$285,000.00</b>	<b>MATERIALS</b>	<b>\$371,150.00</b>
5	Demolition	LS	1	\$5,000.00	\$5,000.00	\$4,660.00	\$4,660.00
6	Range Ventilation System	LS	1	\$75,000.00	\$75,000.00	\$90,530.00	\$90,530.00
7	New Ballistic Ceiling, Backstop and Trap	LS	1	\$150,000.00	\$150,000.00	\$202,910.00	\$202,910.00
8	Supplemental Work	LS	1	\$55,000.00	\$55,000.00	\$73,050.00	\$73,050.00
				<b>BASE BID TOTAL</b>	<b>\$610,000.00</b>	<b>BASE BID TOTAL</b>	<b>\$850,530.00</b>

note: Apex Construction submitted a bid guaranty, but did not submit an online bid.

Upon discussion with Apex Construction 12/4/18, they did acknowledge they did NOT submit the online bid, and I could destroy the submitted bid guaranty.

**NON-COLLUSION AFFIDAVIT**

State of Ohio, County of Cuyahoga,  
Ziad Feghali (the "Affiant"), being first duly sworn  
according to law states:

1. Individual Only: That the Affiant is an individual doing business under the name  
of \_\_\_\_\_

in the City of \_\_\_\_\_, State of \_\_\_\_\_;

Partnership Only: That the Affiant is the duly authorized representative of a  
partnership doing business under the name of Feghali Brothers  
in the City of Campbell, State of Ohio;

Corporation Only: That the Affiant is the duly authorized, qualified and acting

\_\_\_\_\_, of \_\_\_\_\_

a corporation organized and existing under the laws of the State of \_\_\_\_\_;  
and, that the Affiant of the partnership or corporation referred to above, as applicable, is  
filing herewith a bid to the City of Lakewood in conformity with the Contract Documents;

2. Corporation Only: Affiant further states that the following is a complete accurate  
list of the officers, directors and attorneys of the corporation:

President \_\_\_\_\_

Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Attorneys \_\_\_\_\_

Directors \_\_\_\_\_

and, that the following officers are duly authorized to execute contracts on behalf of the  
corporation: \_\_\_\_\_

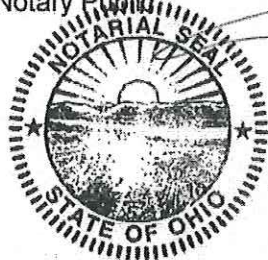
3. Affiant further states that the bid filed herewith is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation; that such bid is genuine and not collusive or fraudulent; that the Bidder has not directly or indirectly, induced or solicited any other Bidder to file a fraudulent bid, and has not, directly or indirectly, colluded, conspired, connived, or agreed with any Bidder or anyone else to file a fraudulent bid or to refrain from bidding; that the Bidder has not in any manner directly or indirectly, sought by agreement, communication or conference with anyone to fix the bid price of the Bidder or of any other Bidder, or to fix any overhead, profit, or cost element of such bid price or that of any other Bidder, or to secure any advantage against the City or anyone interested in the contract for which the bid is filed; that all statements contained in the bid are true; that the Bidder has not directly or indirectly submitted the Bidder's bid price or any breakdown thereof of the contents thereof, or divulged information or data relative thereto, or paid or agreed to pay, directly or indirectly any money, or other valuable consideration for assistance or aid rendered or to be rendered in procuring or attempting to procure the contract above referred to, to any corporation, partnership, company, association, organization, or to any member or agent thereof, or to any other individual, except to such person or persons as herein disclosed to have a partnership or other financial interest with said Bidder; and that the Bidder will not pay or agree to pay, directly or indirectly, any money or other valuable consideration to any corporation, partnership, company, association, organization or to any member or agent thereof, or to any other individual, for aid or assistance in securing the contract above referred to in the event the same is awarded to

Fregali Brothers, LLC  
(Printed name of Individual, Partnership or Corporation)

Further Affiant saith not. [Signature]  
(signature)

Sworn to before me and subscribed in my presence this 3 day of December, 2018.

[Signature]  
Notary Public



Rose A Sahyoun  
Notary Public  
State of Ohio  
My Commission Expires:  
July 18, 2021



NOTE "D"

- a. Each Bidder shall acknowledge and download all Addenda issued prior to the openings of bids through QuestCDN.com. Failure to download all such Addenda may result in rejection of the bid.
- b. Each Bidder is cautioned to bid on the "Standards" specified and to enter on the "Substitution Sheet" all material, which the Bidder wishes to have considered for possible substitution.

The Bidder shall supplement its bid by supplying the following information for use in the preparation of the contract.

BIDDER COMPANY NAME: Feghali Brothers LLC

NAME OF PRESIDENT: Ziad Feghali

ADDRESS: 4636 Beech Ct Canfield, OH 44406

FEDERAL TAX IDENTIFICATION NO.: 32-0187428

CONTRACTOR'S LICENSE NO.: \_\_\_\_\_

TELEPHONE NO.: 440 223 9958; FAX NO.: 216 916 9137

MAILING ADDRESS: 4636 Beech Ct Canfield, OH 44406

\_\_\_\_\_

CONTACT PERSON FOR CONTRACT PROCESSING: Ziad Feghali

E-MAIL ADDRESS: feghaliconstruction@gmail.com

EXECUTION OF BID

**Bidder's signature below certifies bid submission through QuestCDN.com website.**

NOTE: Failure to sign Bid Form may result in rejection of bid.

Signature 

Name & Title Ziad Feghali / Owner

Date 12/03/2018

Jan 18, 2019 11:37:51 AM EST

File Edit Commands Help

Project 186004-Police

☒ Account types
 ☒ Assets
 ☒ Expenditures
 ☒ Liabilities
 ☒ Revenues
 ☒ Encumbrances
 ☒ Miscellaneous info
 ☒ Pending transaction
 ☒ Pre-encumbrances
 ☒ Project detail balance

Project Information

Description: Police Shooting Range  
 Status: Active  
 Estimate: 610,000.00  
 Type: CP Capital Projects  
 Sub type: BG Building and Facilities  
 Start/stop dates: 1/01/2019 -  
 1st month of FY: 00  
 Source of funds:

Project Code

There are no user defined code fields for this project

Project Year-to-Date

FY: 2019	Balance	610,000.00
Budget:		610,000.00
Actual:		.00
Unposted:		.00
Pre-encumbrance:		.00
Encumbrance:		.00
Pending:		.00

Project Life-to-Date

FY(s): 0000 - 9999	Balance	610,000.00
Budget:		610,000.00
Actual:		.00
Unposted:		.00
Pre-encumbrance:		.00
Encumbrance:		.00
Pending:		.00

Print

Cancel

Exit

Next project

Previous proj...

2018

2020

Project activit...

Change balan...

Account Number	Description	Budget	Actual
401-3010-470.84-90	Imps Other Than Bldgs / Other	610,000.00	



12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-19-033

January 22, 2019

Board of Control  
City of Lakewood, Ohio 44107

**Subject: Award Contract – Professional Service Contract – Re: Legal Services**

Dear Members of the Board:

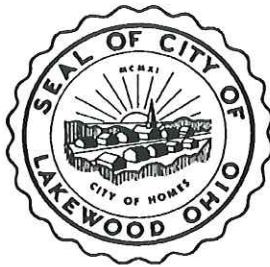
Based on a review conducted by the Division of Purchasing in conjunction with the Department of Law, and the attached letter of recommendation, I am submitting for your consideration this request to award a requirement contract to McMahon DeGulis LLP in the amount of \$70,000 to provide professional legal services pertaining to the Integrated Wet Weather Improvement Plan (IWWIP) and other general environmental matters as it relates to the EPA/Waste Water Treatment Plant in fiscal year 2019.

Contracting Authority:	Ordinance 50-18 \$1,100,000
Contracting Balance:	\$1,100,000 / \$1,030,000
Funding:	Enterprise Fund
Account Distribution:	510-3070-431-30-04 \$50,000
Account Balance:	\$50,000 / (\$20,000)
Contract Approved by Law:	Yes _____ / No _____ / PO _____ / c/c _____
Object Code:	Professional Services / Special Legal Services
Commodity Code:	961-050
Bid Reference:	Professional Service

Kim Smith  
Purchasing Manager

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
<b>Joseph J. Beno PE, Director of Public Works</b>	_____	_____	_____
<b>Kevin M. Butler, Director of Law</b>	_____	_____	_____
<b>Jennifer Pae, Director of Finance</b>	_____	_____	_____
<b>Michael P. Summers, Mayor</b>	_____	_____	_____





KEVIN M. BUTLER  
DIRECTOR OF LAW

PAMELA ROESSNER  
CHIEF PROSECUTOR

JENNIFER L. MLADEK  
CHIEF ASSISTANT LAW  
DIRECTOR

ANDREW FLECK  
ASSISTANT PROSECUTOR

**LAW DEPARTMENT  
OFFICE OF PROSECUTION**  
12650 Detroit Avenue • Lakewood, Ohio 44107  
216/529-6030 • FAX 216/228-2514  
Website: [www.onelakewood.com](http://www.onelakewood.com)  
Email: [law@lakewoodoh.net](mailto:law@lakewoodoh.net)

**JANUARY 10, 2019**

Board of Control  
City of Lakewood, Ohio

Dear Board Members:

This letter is to request authority for the City of Lakewood, Law Department to contract with McMahon DeGulis LLP for professional legal services pertaining to IWWIP and other general environmental matters for an amount of \$70,000.00 for the year 2019. These matters should be paid from account number 510-3070-431-30-04.

Very truly yours,

Kevin M. Butler  
Law Director

Jan 17, 2019 2:04:36 PM EST

File Edit Commands Help

PrintStatus: RION

NavIDone

510-3070-431.30-04

Account miscellane

Budget miscellane

Encumbrances

Pre-encumbrances

Transactions

Detail by date

Detail by code

Detail by year & p

Pending by date

Pending by code

Pending by year

Procurement car

Account information

Professional Services / Special Legal Services

Fiscal year: 2019 Dr

Budget: 50,000.00

Committed: .00

Balance: 50,000.00

Project Data

Project Entry Optional

096008 LongTermControl

109001 LongTermCntrl&S

119002 2011 LTCP & SWM

129002 2012 LTCP Prof

139002 2013 LTCP Profe

159017 PilotArea:Ext/I

.00

.00

.00

.00

.00

.00

Account Balance by Period

Period/Month Actuals Cumulative Totals

01 January .00 .00

02 February .00 .00

03 March .00 .00

04 April .00 .00

05 May .00 .00

Payment information

Vendor (\* indicates pending) Total

Encumbrances

PO # Vendor Balance

Pre Encumbrances

Type Req/PO Project Balance

Segment/Balance Details

Fund 510 Wastewtr Coll System Fund

Department 30 Public Works

Division 70 Wastewtr Collection Crew

Activity basic 43 Streets and Highways

Sub activity 1 Public Works Enterprise

Element 30 Professional Services

Object 04 Special Legal Services

Original Budget 50,000.00

Revised Budget .00

Current expenditures .00

YTD expenditures .00

Unposted expenditures .00

Encumbrances .00

Unposted encumbrances .00

Pre-encumbrances .00

Print

Cancel

Exit

Previous acc...

Next account

2018

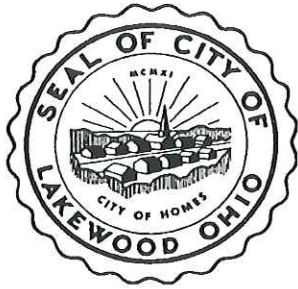
2020

Account activi...

Pending trans...

Images

Budget alloca...



12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-19-034

January 22, 2019

Board of Control  
City of Lakewood, Ohio 44107

**Subject: Award Contract – Insurance Deductible Payments**

Dear Members of the Board:

Based on a review conducted by the Department of Finance, Division of Purchasing and in conjunction with the Department of Law, and the attached letter of recommendation, I am submitting for your consideration this request to award a requirement contract with Trident Insurance Agency in the amount of \$20,000 for fiscal year 2019 Insurance Deductible payments to be paid for various insurance claims made through the City's municipal liability insurance program with McGowan Governmental Underwriters.

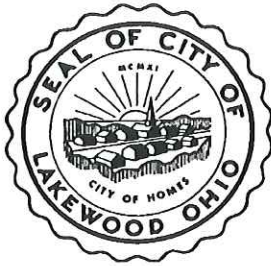
Contracting Authority:	Ordinance 50-18 \$500,000
Contracting Balance:	\$500,000 / \$480,000
Funding:	General Administration Fund
Account Distribution:	101-5099-412-32-00 \$457,800
Account Balance:	\$432,800 / \$412,800
Contract Approved by Law:	Yes _____ / No _____ / PO _____ / c/c _____
Object Code:	Insurance
Commodity Code:	001-005

Kim Smith  
Purchasing Manager

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
Joseph J Beno PE, Director of Public Works	_____	_____	_____
Kevin M. Butler, Director of Law	_____	_____	_____
Jennifer Pae, Director of Finance	_____	_____	_____
Michael P. Summers, Mayor	_____	_____	_____







KEVIN M. BUTLER  
DIRECTOR OF LAW

PAMELA ROESSNER  
CHIEF PROSECUTOR

JENNIFER L. MLADEK  
ASSISTANT LAW DIRECTOR

ANDREW FLECK  
ASSISTANT PROSECUTOR

**LAW DEPARTMENT  
OFFICE OF PROSECUTION**  
12650 Detroit Avenue • Lakewood, Ohio 44107  
216/529-6030 • FAX 216/228-2514  
Website: [www.onelakewood.com](http://www.onelakewood.com)  
Email: [law@lakewoodoh.net](mailto:law@lakewoodoh.net)

January 10, 2019

Board of Control  
City of Lakewood, Ohio

Dear Board Members:

This letter is to request authority for the City of Lakewood, Law Department to enter into an agreement with Trident Insurance Agency for deductible payments as required for various insurance claims made against the city in an amount of \$20,000.00 for fiscal year 2019. These deductible payments are paid from account #101-5099-412.32-00.

Very truly yours,

Kevin M. Butler  
Law Director

Jan 17, 2019 2:04:00 PM EST

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SUPERION  
NavLine

101-5099-412.32-00

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☒ Encumbrances

☒ Pre-encumbrances

☒ Transactions

☒ Detail by date

☒ Detail by code

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2018

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Account information

Q General Government / Insurance

Fiscal year: 2019

Budget: 457,800.00

Committed: 432,800.00

Q Balance: 25,000.00

Project Data

Project Entry Optional

Account Balance by Period

Period/Month	Actuals	Cumulative Totals
Q 01 January	4,154.16	4,154.16
Q 02 February	.00	4,154.16
Q 03 March	.00	4,154.16
Q 04 April	.00	4,154.16
Q 05 May	.00	4,154.16

Payment information

Vendor	(* indicates pending)	Total
Q AUTONATION FORD WESTLAKE		4,154.16

Encumbrances

PO #	Vendor	Balance
Q 085927	LAKEWOOD, CITY OF	49,800.00
Q 088862	LAKEWOOD, CITY OF	358,000.00
Q 090224	MCGOWAN GOVERNMENTAL	15,000.00
Q 090260	AUTONATION FORD WESTL	5,845.84

Pre Encumbrances

Type	Req/PO	Project	Balance
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Segment/Balance Details

Fund	101	General Fund	Original Budget	50,000.00
Department	50	Finance	Revised Budget	457,800.00
Division	99	General Administration	Current expenditures	4,154.16
Activity basic	41	General Government	YTD expenditures	.00
Sub activity	2	General Government	Unposted expenditures	.00
Element	32	Insurance	Encumbrances	428,645.84
Object	00		Unposted encumbrances	.00

Original Budget

50,000.00

Revised Budget

457,800.00

Current expenditures

4,154.16

YTD expenditures

.00

Unposted expenditures

.00

Encumbrances

428,645.84

Unposted encumbrances

.00



Placed on 1<sup>st</sup> reading and referred to Finance Committee 11/19/18, 2<sup>nd</sup> reading 12/3/18. Please Substitute for original.

Anderson, Bullock, George, Litten  
O'Leary, O'Malley, Rader

BY:

ORDINANCE NO: 50-18

AN ORDINANCE to take effect immediately provided it receives the affirmative vote of at least two thirds of the members of Council, or otherwise to take effect and be in force at the earliest period allowed by law, authorizing the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager to enter into contracts for professional services, and to advertise for bids and enter into contracts for the purchase of repair maintenance and operating supplies, services and equipment as authorized by the 2019 Appropriation Ordinance and the Administrative Code of the City of Lakewood with the lowest and best bidder or bidders or as otherwise provided by law.

WHEREAS, this Council desires to provide the authorization to the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager to enter into contracts for professional services, and to advertise for bids and enter into contracts for the purchase of repair maintenance and operating supplies, services and equipment as authorized by the 2019 Appropriation Ordinance and the Administrative Code of the City of Lakewood with the lowest and best bidder or bidders or as otherwise provided by law; and

WHEREAS, as set forth in Section 2.12 of the Third Amended Charter of the City of Lakewood, this Council by a vote of at least two thirds of its members determines that this ordinance is an emergency measure and that it shall take effect immediately, and that it is necessary for the immediate preservation of the public property, health, and safety and to provide for the usual daily operation of municipal departments in that delay could impair the City's ability to provide necessary services in a timely manner for fiscal year 2019, now, therefore,

#### BE IT ORDAINED BY THE CITY OF LAKEWOOD, STATE OF OHIO

Section 1. That the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager be and are hereby authorized and directed to enter into a contract or contracts for supplies, services and equipment with the lowest and best bidder or bidders or as otherwise provided by law, as follows:

Professional services contracts included in the 2019 Budget are as follows:

1) Legal Services.....	250,000
2) Recodification of Ordinances .....	12,500
3) Financial Audit .....	75,000
4) Hospitalization and Health Care Benefit Consulting Services .....	40,000
5) Consultant for Workers Compensation .....	30,000
6) Risk Management Consulting Services .....	15,000

7) Healthcare, Physicals, Drug & Alcohol Testing.....	25,000
8) Employee Assistance Program .....	15,000
9) Supervisor / Manager / Employee Training.....	125,000
10) Exams for Classified Positions .....	75,000
11) Housing and Building Plans Examinations .....	75,000
12) Lakewood Jail Medical Services .....	80,000
13) Band Concerts.....	25,000
14) Municipal Engineering Consultant.....	80,000
15) Debt Issuance Costs .....	250,000
16) Integrated Wet Weather Plan Professional Services.....	1,100,000
17) Administrative Professional Services .....	300,000
18) Professional Services related to Lakewood Hospital.....	300,000
Sub-Total .....	\$2,872,500

Services contracts included in the 2019 Budget are as follows:

1) Government Agreements (WEB) .....	115,000
2) Government Agreements (ed of Ed/Fools; Rockport IT).....	800,000
3) Financial Institution Service Charges .....	60,000
4) Electronic Payment Services.....	275,000
5) Property & Liability Insurance Contracts .....	500,000
6) Workers' Comp Stop Loss Insurance .....	95,000
7) Life Insurance.....	20,000
8) Hospitalization and Health Care Benefit Services.....	8,500,000
9) Medical Claims Billing Service .....	100,000
10) Sentenced Prisoners Full Jail Service .....	200,000
11) Home Delivered Meals .....	47,500
12) Distribution System Leak Survey .....	25,000
13) Disposal of Screenings and Grit (WWTP) .....	15,000
14) Excavation Spoils Removal .....	100,000
15) Roll of Box for Street Sweeping.....	60,000
16) Solid Waste Disposal Site.....	900,000
17) Organic Waste Disposal.....	30,000
18) Waste Collections - Condominiums .....	110,000
19) Biosolids Disposal .....	110,000
20) Roll-Off Box for Construction Debris.....	75,000
21) Site to Receive & Process Yard Waste.....	50,000
22) Lab Analysis Service .....	25,000
23) Citywide Computer Hdwtr Op. Sys., & Software Maint Contracts .....	575,000
24) Communications Services .....	100,000
25) Water Meter Program Maintenance.....	25,000
26) Telephone Service.....	95,000
27) Cellular Phone Service .....	250,000
28) HVAC Maintenance .....	125,000



29) Elevator Maintenance .....	25,000
30) Fire Alarm Maintenance .....	50,000
31) Copier Maintenance Service .....	25,000
32) Postage, Mailing Services, Equipment Lease/Maintenance .....	260,000
33) Rental and Laundry of Uniforms .....	45,000
34) Advertising .....	30,000
35) Printing Services .....	165,000
36) CRIS/LEADS Fees .....	20,000
37) Parking Citation Billing Service .....	50,000
38) Fireworks Display .....	35,000
39) Transportation Services .....	100,000
40) Lakewood Hospital Demolition, Hazmat Abatement & Site Prep .....	500,000
<b>Sub-Total .....</b>	<b>\$14,687,500</b>

Materials, supplies, and equipment authorized for purchase under the 2019 Budget are as follows:

1) Sand and Aggregate .....	45,000
2) Concrete Supplies .....	60,000
3) Asphalt Materials .....	50,000
4) Asphalt Cold Patch .....	25,000
5) Crack Sealant .....	40,000
6) Road Salt (Sodium Chloride) .....	300,000
7) Fire Hydrants, Sewer and Water Appurtenances .....	100,000
8) Water Meter Supplies & Materials .....	40,000
9) Sign Shop-Supplies, Blanks & Reflective Material .....	195,000
10) Polymer Flocculants .....	30,000
11) Wastewater Treatment Chemicals .....	150,000
12) Tires and Road Service .....	95,000
13) Automotive Repairs, Parts and Supplies .....	625,000
14) Oil and Lubricants .....	40,000
15) Fuel (Gasoline and Diesel) .....	500,000
16) Purchase Uniforms and Gear - Public Works .....	25,000
17) Electrical Supplies .....	50,000
18) Hardware Supplies .....	45,000
19) Janitorial Supplies .....	50,000
20) Landscape Materials .....	40,000
21) Lumber Supplies .....	100,000
22) Plumbing Supplies .....	45,000
23) Pool Supplies - Chemicals .....	45,000
24) Small Tools and Equipment .....	130,000
25) Prisoner Food Supplies .....	35,000
26) Purchase Uniforms & Gear - Safety Forces .....	75,000
27) Ammunition .....	30,000

28) Office Supplies .....	40,000
29) Computer Supplies .....	10,000
30) Computer Software .....	45,000
31) Communications Equipment .....	100,000
32) Paper Supplies .....	15,000
33) Lease Copier Equipment .....	35,000
34) Subscriptions/Publications .....	30,000
35) Reforestation .....	250,000
36) Police Operating Equipment .....	150,000
37) Fire/EMS Operating Equipment .....	150,000
38) Waste Water Treatment Plant Operating Equipment .....	150,000
39) Fitness Equipment/Devices .....	10,000
<b>Sub-Total .....</b>	<b>\$3,950,000</b>

<b>Total .....</b>	<b>\$21,510,000</b>
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Section 2. That, contracts for supplies, services and equipment in excess of \$7,500 and for professional services in excess of \$5,000 shall not be awarded except as approved herein or further approved by Resolution of Council.

Section 3. The Third Amended Charter published in the Codified Ordinances is the official charter of the City of Lakewood.

Section 4. It is found and determined that all formal actions of this Council concerning and relating to the passage of this ordinance were adopted in an open meeting of this Council, and that all such deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements.

Section 5. This ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety and welfare in the City and for the usual daily operation of the City for the reasons set forth and defined in the preamble to this ordinance, and provided it receives the affirmative vote of at least two thirds of the members of Council, this ordinance shall take effect and be in force immediately upon its adoption by the Council and approval by the Mayor, or otherwise it shall take effect and be in force after the earliest period allowed by law.

Adopted: 12/17/18

  
President

  
Clerk

Approved: December 19 2018

  
Mayor

Placed on 1st reading and referred  
to Finance 11/19/18; 2nd reading  
12/3/18

Anderson, Bullock, George, Litten  
O'Leary, O'Malley, Rader

ORDINANCE NO. 56-18

BY:

AN ORDINANCE to take effect immediately provided it receives the affirmative vote of at least two thirds of the members of Council, or otherwise to take effect and be in force at the earliest period allowed by law, authorizing and directing the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager to advertise for bid and enter into a contract with the lowest and best bidder in accordance with the Administrative Code of the City of Lakewood for the **Wastewater System and Treatment Improvement Program** in accordance with the Administrative Code of the City of Lakewood, contracts not to exceed the specified amounts shown without separate resolution of Council.

WHEREAS, as set forth in Section 2.12 of the Third Amended Charter of the City of Lakewood, this Council by a vote of at least two thirds of its members determines that this ordinance is an emergency measure and that it shall take effect immediately, and that it is necessary for the immediate preservation of the public property, health, and safety and to provide for the usual daily operation of municipal departments in that certain capital improvements projects are to be undertaken beginning on or after January 1, 2019 in accordance with the Capital Improvement Plan for fiscal year 2019; now, therefore

BE IT ORDAINED BY THE CITY OF LAKEWOOD, OHIO:

Section 1. That the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager is hereby authorized and directed to engage architectural and/or engineering firms to provide professional services for the design, preparation of specifications, construction inspection, contract administration and to advertise for bids and enter into a contract with the lowest and best bidder in accordance with the Administrative Code of the City of Lakewood, for the following Infrastructure Improvements, contracts not to exceed the specified amounts shown, except as hereinafter provided:

**Wastewater System and Treatment Improvement Program**

**\$2,000,000**

Section 2. That the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager is hereby authorized and directed to enter into contracts as set forth above in amounts not to exceed the specified amounts without further action from Council; and to enter into contracts in excess of specified amounts only upon consent of Council evidenced by adoption of a resolution specifying the authorized amount.

Section 3. It is found and determined that all formal actions of this Council concerning and relating to the passage of this ordinance were adopted in an open meeting of this Council, and that all such deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements.



ORDINANCE NO. 60-18

BY: Anderson, Bullock, George, Litten  
O'Leary, O'Malley, Rader

AN ORDINANCE to take effect immediately provided it receives the affirmative vote of at least two thirds of the members of Council, or otherwise to take effect and be in force at the earliest period allowed by law, authorizing and directing the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager to advertise for bid and enter into a contract with the lowest and best bidder in accordance with the Administrative Code of the City of Lakewood for **Buildings & Facilities Improvements** in accordance with the Administrative Code of the City of Lakewood, contracts not to exceed the specified amounts shown without separate resolution of Council.

WHEREAS, as set forth in Section 2.12 of the Third Amended Charter of the City of Lakewood, this Council by a vote of at least two thirds of its members determines that this ordinance is an emergency measure and that it shall take effect immediately, and that it is necessary for the immediate preservation of the public property, health, and safety and to provide for the usual daily operation of municipal departments, and to provide for the usual daily operation of municipal departments in that certain capital improvements projects are to be undertaken beginning on or after January 1, 2019 in accordance with the Capital Improvement Plan for fiscal year 2019; now, therefore

BE IT ORDAINED BY THE CITY OF LAKEWOOD, OHIO:

Section 1. That the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager is hereby authorized and directed to engage architectural and/or engineering firms to provide professional services for the design, preparation of specifications, construction inspection, contract administration and to advertise for bids and enter into a contract with the lowest and best bidder in accordance with the Administrative Code of the City of Lakewood, for the following Infrastructure Improvements, contracts not to exceed the specified amounts shown, except as hereinafter provided:

**Buildings & Facilities Improvements**

**\$1,750,000**

Section 2. That the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager is hereby authorized and directed to enter into contracts as set forth above in amounts not to exceed the specified amounts without further action from Council; and to enter into contracts in excess of specified amounts only upon consent of Council evidenced by adoption of a resolution specifying the authorized amount.

Section 3.. It is found and determined that all formal actions of this Council concerning